

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 18-283T OPENING DATE: 15-Aug-18 CLOSING DATE: 7-Sep-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
Tools and Parts Attendant, WG-6904-06, E-1/PVT - E-5/SGT, MPCN: 4622-089

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE: **SUPERVISORY ☐ MANAGERIAL ☐**
\$18.58-\$21.67 PH NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:
AASF#2, PHOENIX, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive a Permanent Appointment after successful completion of a 1 yr trial period. . Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or unpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Must submit ERB to verify possession of MOS.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, AASF #2 and must possess the following AFSC/MOS: 92A or 92Y

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered: YES ☐ NO ☒
PCS may be offered: YES ☐ NO ☒

NOTES:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: No known promotion potential

NOTE: Must submit ERB to verify proof of MOS.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to identify user's tools, parts and equipment requirements and requisitions stock as needed.
2. Ability to determine methods of storage, identification, and stock location considering such factors as temperature, humidity, height and weight limits, turnover, floor loading capacities, space available, and convenience of handling items.
3. Ability to compile records concerned with quantity, cost, and type of material received, stored, and issued in department, establishment, account, or on a particular job.
4. Skill in preparing periodic inventory and determines the basis for over, short, or misplaced items by checking such references as out-for-repair, issue, and turn-in records maintained in the tools and parts room.

SPECIALIZED EXPERIENCE: Must have at least 8 months of experience or training in verifying stock by opening, counting and visually checking the contents of the containers. Experience in establishing stock location by considering such factors as use, size, shape and weight of items. Experience in completing stock records by showing the names, quantities and location of stock. Experience in identifying correct nomenclature and stock number of items in order to locate stock for issue. Experience in performing maintenance such as replacing wooden handles on handsaws, changing blades on power saws, and greasing or oiling power and hand tools.

BRIEF JOB DESCRIPTION: This position is located at the AASF #2, Phoenix, Arizona. Its purpose is taking charge of and independently operating a stockroom or storage yard for tools and parts used in a trades operation; determining, identifying and selecting for issue items described by users in terms of their intended usage; recommending possible substitutes and interchangeable items; determining work sequences, methods, procedures, and techniques for setting up and shifting storage locations; and determining when tools and equipment should be routed to appropriate shops for test, repair, or calibration. May direct and oversee the work of other assigned lower graded personnel where the function is too small to support a full supervisor.

SELECTING OFFICIAL: LTC Craig J. Dupuy
